

# Q & A's regarding NEW Attendance Policy:

---

## 1. Why a new policy?

- a. Our Agency has a large number of employees who have worked for the State over 10 years or more. The meant that they have accrued large amount of leave. The old policy identified Excessive absenteeism as a combination of 6% or greater overall absenteeism rate and 5 or more incidents in a 12 week (3 month) period.
- b. Upon review, if an employee took a 2 week vacation and then had one other absence each month, they would be at the 6% absence rate, and the majority of this agency's employees fell into that category.
- c. Upon review of leave requests of employees it was discovered that some department's classified all absences as "Pre-Scheduled" where other's followed the guidelines and identified the absences as "Pre-Scheduled" and "Unscheduled."
- d. It was not fair to discipline an employee for using their leave as the old policy did.

## 2. The policy states that if I have 16 hours of unscheduled leave I will be terminated!

- a. The key word in that statement is **MAY**. We currently are paying unemployment benefits to past employees that were terminated due to excessive absenteeism because our attendance policy was not worded correctly and did not outline the grounds for termination. This statement is for this purpose.
- b. The next sentence identifies how the progressive discipline will be administered.

## 3. Stuff happens and I do not want to be punished for having unscheduled absences due to being sick or late?

- a. You can accrue up to 6 unscheduled absences in a 6 month period and you will only get a Verbal warning. That is once a month you can have an unscheduled absence. Remember, most of you can flex your schedule to make up the time and it will not be an incident. These fall off after 6 months.
- b. We are only trying to allow the supervisor to be sure they have adequate staff to get the work done, and most of us can pre-schedule the majority of our leave time.

## 4. What if I am late, does that mean I have an incident?

- a. You have the ability to flex your time (If your supervisor or work location allows) to make up the time you were late and it will not be an incident.

## 5. What if my kid is sick or I have to leave work to pick them up because they are sick?

- a. If you have a short notice and have to take your child to the Dr. I would suggest that you get a statement from the Dr. (use the receipt of your visit if possible) and attach it to your leave request.
- b. Remember, per the policy, all disciplinary actions must come through HR first. If HR sees that the employee has 6 unscheduled absences and pulls the leave requests and Dr. notes are attached, they will not be counted.
- c. This policy is to eliminate the number of short notices that are given to supervisors for leave requests and allow the supervisor to ensure that the workload continues to be completed.

## 6. I'm on FMLA will my absences be counted against me?

- a. No, absences that fall under FMLA, Funeral Leave, Jury Duty, and Work Comp do not require sufficient notices, but you should try to give notice as soon as possible. Also, Military Leave does not require sufficient notice, but you should give notice as soon as possible.

## 7. Why do I have to give a 7 day notice if I am going to be gone one work day or more?

- a. To allow your supervisor to rearrange work duties to allow for coverage while you are gone?

**8. What if I want to take of half a day later in the week?**

- a. As long as you give your supervisor a 2 day notice you can. You can also rearrange your work hours (Flex schedule if available in your work area) so that you make up some of the time during the week.